

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Landscape Maintenance Supervisor plans, schedules, assigns, supervises and evaluates the work of several crews involved in the maintenance, repair and construction of landscaped areas, right-of-ways and City trees throughout the City.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Landscape Division of the Maintenance Services Department reporting to the Maintenance Services Director. The Landscape Maintenance Supervisor is responsible for the maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Assessment Districts and performs responsible supervisory and management in support of the Landscape Divisions' goals and objectives. This position is also responsible for assisting the Maintenance Services Director in the overall planning, administration, and management of the Landscape Maintenance functions. This position is distinguished from lower level maintenance classifications by its responsibility for the supervision of maintenance and clerical staff. This position is distinguished from the Maintenance Services Director by the latter's responsibility for the management and administration of all maintenance functions within the City.

SUPERVISION RECEIVED

General supervision is provided by the Maintenance Services Director.

SUPERVISION EXERCISED

Provides direct supervision of subordinate staff in landscape and tree maintenance.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Supervise, train and evaluate subordinates.

Supervise the City's Landscape Maintenance Program and Tree Maintenance Program, recommending improvements as needed.

Inspect landscaped areas, right-of-ways, city trees and project sites to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs.

Evaluate work requests and schedule materials, equipment and personnel to complete the job assignment. Coordinate the completion of work requests with other divisions when assistance is needed.

Investigate and respond to citizen inquiries and complaints regarding landscape issues, tree issues, and

ESSENTIAL DUTIES (continued)

work performed.

Assist in the management of the computerized Tree Inventory (Davey Tree) and Irrigation (Calsense) Management Systems.

Supervise the Pesticide Program and adhere to the Integrated Pest Management standards to control weeds, pests and diseases.

Assist in the administration of the Hazardous Communication Program. Oversee the maintenance and installation of irrigation systems, landscaped areas and tree areas.

Prepare requisitions for materials, supplies and equipment.

Make recommendations on the purchase and specifications for major capital equipment.

Complete and maintain a variety of records and reports on materials, equipment, service calls and personnel.

Assist in inspecting the work performed by Landscape and Tree contractors for both the City Right of way and the Landscape and Lighting Assessment District.

Assist in budget preparation and control of the Division's Operating Budget and Capital Improvement Budget.

Participates in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.

Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of landscaping, landscape maintenance and tree maintenance.

Methods, materials and equipment used in the maintenance, repair and construction of landscaping and irrigation systems.

Hazards and accepted safety precautions in the construction of landscaping, the application of pesticide sprays, the trimming and removal of trees, and the operation of related tools and equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Methods of estimating time, materials and equipment needed to perform assigned work.

Principles and practices of landscape design and street tree master planning.

The preparation and administration of operational and capital improvement budgets.

Principles of management and supervision including work planning, direction, training, and evaluation of work and staff performance.

Ability to:

Read and interpret landscape maintenance, landscape construction and street tree plans and specifications.

Supervise, train, schedule and evaluate subordinate personnel.

Set priorities to efficiently meet goals and objectives of the division.

Respond courteously and tactfully to public inquiries and complaints.

Gather data and prepare reports related to public inquiries and requests, personnel matters, state mandated requirements and other landscape and tree related matters.

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions and present information to City staff, contractors, and the general public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in landscape maintenance and tree maintenance, including one (1) year of responsible supervisory or lead position experience.

Education: Equivalent to completion of the twelfth grade, supplemented by relevant college course work. Possession of an Associate of Arts Degree in related subjects such as Horticulture or Arboriculture is desirable.

License or Certificate: Possession and maintenance of a valid California Class C Drivers License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

761CS11

April 1990

Revised August 2011

AAP GROUP: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt